

CWS/CMS NEW SYSTEM PROJECT MANAGEMENT SUPPORT SERVICES
RFP 4130-161 PMSS
Question and Answer (Q&A) Set #2, dated 2/05/07

Item	Page # and Section	Bidders' Questions/Comments	State's Response
2-1	Page 35 5.2.4	One of the four PMSS positions is specified as a Fiscal/Administrative Analyst. What specific activities does the State anticipate from this person?	Those activities that are usually associated with a Fiscal/Administrative Analyst role in order to successfully complete the tasks/deliverables identified in 6.7 Task Requirements Details and 6.8 Deliverables Completion Schedule. For example: Assist and support work plan development and maintenance, issue and risk tracking, development of deliverables standards and templates, editing and production of project deliverables, project cost tracking and preparation of financial-related sections of key deliverables.
2-2	Page 35 5.2.4	RFP Requirement 5.2.4 states "Contractor Key Personnel to be dedicated full time for this project include: <ul style="list-style-type: none"> • Senior Project Manager • Project Manager • Technical Lead • Fiscal/Administrative Analyst" If 4 specific FTEs are required by Requirement 5.2.4, is the Bidder able to propose additional part-time staff, thereby increasing the overall resources to greater than 4 FTEs?	An addendum (#1) will be released to clarify this requirement.
2-3	Page 35 5.2.4	RFP Requirement 5.2.4 requires 4 full-time staff at the classifications specified in the RFP (Senior PM, PM, Technical Lead, and Fiscal/Administrative Analyst). Is the requirement for 4 full time staff at the designated classifications?	An addendum (#1) will be released to clarify this requirement.
2-4	Page 35 5.2.4	The States has indicated that more than one candidate resume can be submitted for each role. If this is so, how is the State determining what staff that the Bidder is bidding? How will scoring be done?	Please refer to 6.9.2. Team Skill Cross Reference (Bid Deliverable). Bidders are to identify the proposed staff that meets the minimum Knowledge, Skills, and Abilities (KSA) for the various roles.

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			<p>The scoring for this requirement is on a pass/fail basis.</p> <p>An addendum (#1) will be released to clarify this requirement.</p>
2-5	Page 35 5.2.4	If a Bidder chooses to bid part time staff (in addition to the 4 positions specified in RFP 5.2.4, Project Team Organization requirements), can the 4 positions identified in RFP 5.2.4 be less than full time, as long as the entire team proposed equates to 4 Full Time Equivalent (FTE) positions?	An addendum (#1) will be released to clarify this requirement.
2-6	Pages 51-53 Table 2	What tasks required by the RFP (reference RFP Table 2 on pages 51 – 53) would not be considered project management tasks?	An addendum (#1) will be released to clarify this requirement.
2-7	Page 54 6.9	Can the combined experience of additional part-time staff resources be used to satisfy requirements #4 - #7 outlined in RFP Section 6.9, Mandatory Staffing Requirements Detail?	<p>Bidders are required to have at least one proposed staff must meet the minimum experience requirement. Combining years of experience from several staff resources to meet the minimum required years is not acceptable.</p> <p>An addendum (#1) will be released to clarify this requirement.</p>
2-8	Page 54 6.9	<p>RFP Section 6.9, Mandatory Staffing Requirements Detail, #6 indicates that at least one contractor staff has a minimum of three years FTE Experience with a requirements and use case management tool. Can BPWin use case tool satisfy the requirement? Can a proprietary requirements management tool, used in multiple projects, satisfy the requirement? For instance:</p> <p><u>BPWin</u>: A powerful process modeling tool that can help you analyze, document and improve complex business processes. A process model can enable you to clearly document important factors such as which activities are needed (similar to use cases), how they are performed</p>	<p>Yes. BPWin can be used to satisfy the requirement. As described, this proprietary tool appears to meet the requirement.</p>

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		<p>(similar to use case model and steps within a use case) and controlled (use case steps, pre-requisites and alternate flows) and what resources (actors and physical resources) are needed to perform them. This provides an integrated picture of how your organization accomplishes tasks, from small department workflows to complex organizational functions. The tool supports IDEF0, IDEF3 & DFD modeling techniques and is tightly integrated with ERWin.</p> <p><u>Proprietary Tool:</u> A database driven tool that integrates project requirements, design documentation, test cases, issues, enhancements and more. The tool is used in multiple large scale Health and Human Service engagements including SACWIS engagements. This tool is primarily used for requirements management and traceability.</p>	
2-9	Page 54 6.9	RFP Requirement 6.9 numbers 5, 6, and 7 all state "At least one proposed Contractor staff....". This seems to imply that the experience requirement must be met by a single individual. Or, for example, if the Technical Lead had 1 FTE of experience with a requirements and use case management tool, and the PM had 2 FTEs of experience with a requirements and use case management tool, would this requirement be met?	<p>No.</p> <p>An addendum (#1) will be released to clarify this requirement.</p>
2-10	Exhibit P	For the completion of the "contract value" field of the Exhibit P – Resume Format, does the State request the employer's total contract value with a client at the time of the individual staff member's involvement or the project's one-time project costs?	The intent of this part of the requirement is for the bidders to complete the contract value field of the Staff Resume Format (Exhibit P) with the employer's contract value with a client at the time of the individual staff member's involvement.
2-11	Exhibit P	For the completion of the contract "dates" field in the first line of the Exhibit P – Resume Format, does the State request the employer's contract duration or the duration of the individual staff member's involvement? For example, a contract may still be active even though the individual staff	The intent of this part of the requirement is for the bidders to complete the contract date fields of the Staff Resume Format (Exhibit P) with the dates of the project/employer's contract. Also, there are dates required in the Individual involvement section that

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		member is no longer involved in the project.	need the month, day, and year of the duration of the individual's involvement.
2-12	Exhibit P	The KSA section of the resume format refers to Table 4. Should this say Table 3, Team Skill Cross Reference, rather than Table 4, Proposal Response Cross Reference Checklist?	Yes. Table 4 should be Table 3 Team Skill Cross Reference. An addendum (#1) will be released to clarify.
2-13		Original budget of \$6,024,002 reduced to \$4.2 million and elimination of the Technical consultant listed in the PAPD. The RFP has always given the appearance that the State is requesting bids for a team of four (4) contractor staff to provide PMSS, for an anticipated price (until 12/21/06) of approx. \$6.02M. In addition, although reducing the PMSS contractor from 5 or 4 persons is a reduction in manpower of 20%, changing the PMSS budget from \$6.02M to \$4.2M amounts to a 30% reduction from the original figure. We would be grateful for any clarification.	The explanation for the reduction of budget is in Question and Answer Set #1. An addendum (#1) will be released to clarify this question.
2-14	Page 7 1.5	The base term for the PMSS contract is 3 years with 2 one year options. Does the State anticipate completion of the development/integration effort at the end of the PMSS base contract period? What events would require execution of the option years?	The current schedule of activities does not have the implementation phase occurring within the initial three years of the resulting contract. However, with the delay of this procurement in comparison with the PAPD schedule and the goal to lessen timeframes where possible without adding undo risk, the State has created the two option years. An optional year would occur as determined by the State and based on the status of the project.
2-15	Pages 16 & 33 2.4.1.4 & 5.1.1	The two referenced sections are not consistent with regard to signature of the cover letter for the draft proposal. The first does not require a signature ("If a draft Proposal is submitted, it must also contain the cover letter, similarly prepared, including the title of the person who will sign, but need not contain the signature."), and the second reference does require a signature ("Bidder's Draft and	A signed cover letter is not required for the draft proposal.

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		Final proposal submissions must contain a signed Cover Letter".) Is a <u>signed</u> cover letter required with the draft proposal?	
2-16	Page 46 6.7	1) What are the anticipated timeframes for the vendor's development and integration lifecycle? 2) What SOW tasks will the PMSS contractor perform between the contract start date and the arrival of the development/integration vendor? 3) What SOW tasks will the PMSS contractor perform after the development/integration vendor arrives and what are the approximate timeframes and/or durations of those tasks?	1) The high level implementation schedule can be found in the Planning Advance Planning Document (PAPD) in the Bidders Library. (See page 104) 2) All Statement of Work (SOW) tasks will be performed throughout the term of the contract (i.e., planning, implementation, etc.).. 3) Same as above.
2-17	Page 46 6.7	The Task Requirement Details provided in Section 6.7 does not indicate approximate timeframes and/or durations of the activities described therein. In order to provide a fixed price for SOW Tasks, can you provide timeframes and durations for SOW Tasks such as SOW Tasks 6.7.2.3 System Architecture Support and Task Report and SOW Task 6.7.2.4 System Development Support and Task Report.	All SOW tasks will be performed throughout the term of the contract (i.e., planning, implementation, etc.). These tasks have completion dates that begin upon execution of the contract, please refer to Table 2. Deliverables Completion Schedule. Additionally, the schedule and frequency of tasks under Project Management Support Services will be dependent on the progress of the CWS/CMS New System project.
2-18	Page 46-50 6.7	Both the IV&V vendor and PMSS vendor will provide assessment of integration vendor deliverables. Is it a correct assumption that deliverable assessments conducted by the PMSS are focused on impacts to the Master Project Plan and PM process and procedures versus technical assessment traditionally performed by IV&V?	Yes.
2-19	Page 50 6.8	Will the State provide deliverable expectation documents (DEDs) for PMSS deliverables?	No. However, if the Task Accomplishment Plan requires the agreement to DEDs, then the vendor and State would collaborate in the creation of DEDs.
2-20	Exhibit A	We would like to clarify the Attachments to the STD. 213; specifically, RFP Section 6.1 does not reference Information Technology Maintenance Special Provisions,	An addendum (#1) will be released to clarify this requirement.

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		but this language is included on the STD. 213 as Attachment 3. Additionally, the STD 213, which references a different RFP (DGS-8003B) and past date of May 15, 2001.	
2-21	Exhibit E	This Bidder does not currently have audited statements. May we provide copies of our Federal Income Tax Returns for the last three years, which are signed by our Paid Tax Preparer. This Bidder requests that these statements be accepted in place of the audited returns, and that if they are acceptable, this will resolve this reservation about the RFP terms and conditions.	Yes.
2-22	Exhibit S	For the purposes of completing the Exhibit S – Resource and Cost Plan, we made the assumption that the system integrator would be on board in May 2008. Is this a valid assumption?	No. According to the PAPD, the estimated start for the System Integrator is December 2008.
2-23	Exhibit T	We would like to confirm that Bidders should modify Exhibit T – Summary Cost Table, to include all potential fiscal years. Based on our review, we would assume Exhibit T should be modified. Can this table be clarified and included via an Addendum to the RFP?	An addendum (#1) will be released to clarify this requirement.
2-24	Exhibit T	We would like to clarify completion of Exhibit T – Summary Cost Table. There appears to be one Fiscal Year missing, given the parameters provided in Question and Answer Set #1 that directs Bidders to assume contract award May 1, 2007. Given a May 1, 2007 start date, the core contract term would span Fiscal Year (FY) 06/07 (2 months), FY 07/08 (12 months), FY 08/09 (12 months), and FY 09/10 (10 months). The Optional 1st year would then span two FYs; FY 09/10 (2 months) and FY 10/11 (10 months). The Optional 2nd year would also span two FYs; FY 10/11 (2 months) and FY 11/12 (10 months).	See response to Question 23.